

SCWI-3410-0003 Rev. F
February 2015

John C. Stennis Space Center
Training/Certification Plan and Schedule Report



National Aeronautics and
Space Administration

John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

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Training/Certification Plan and Schedule Report

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Approved by

Original Signature on File

*Freddie Douglas Director
Office of Safety & Mission Assurance*

Original Signature on File

*Dorsie Jones, Manager
Office of Human Capital*

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Change Record

Revision	Date	Originator/ Phone	Description of Change
Basic	02/05/99	A. Douglas/x3697	Initial Release
A	03/10/00	A. Douglas/x3697	Updated the following: Introduction-Changed Director to Chief; P5.6.2 Course Numbering System; Appendix A
B	7/10/00	A.Douglas/x3697	Updated prefixes, suffix identifications, numbering system examples, Appendix A
Basic	2/16/01	A. Douglas/x3697	Supercedes LA00-CWI-004. Changed office name Sections 1.0, 3.1.2, 3.1.3) and all applicable acronyms. Updated Appendix A to delete all letter certifications except Test Conductor. Added Certification for Test Conductor (non-letter) with reference to PTD Training Plan.
A	9/23/03	C. Rogers/x2609	Added Mike Smiles as approver, made changes/updates to Organizations throughout document. Revised section 3.1.3 Section 3.1.4 deleted and revised training information. Section 3.1.5 changed #3 to ensure employees attend classes when scheduled, deleted #7. Section 4.0 changed reference document number SPL-18 to SSLP 3410-0001. Section 5.3 changed training schedules to be published monthly. Section 5.4.2 Added time frame of 48 hours. Section 5.4.4 deleted and added new recertification to CBT. Section 5.5 added TCRS as official quality record. Section 5.5.2 changed reference document # SPL-16 to SSLP-1440-0001, Section 5.5.2.1 added and deleted information about Attendance Rosters. Section 5.6.1 Added additions to Course Identifiers. 7.0 Added Acronyms. Added changes to Suffix Identification. Appendix A, added/deleted changes

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			to SSC Certifications. Rewrote Appendix B. Deleted Appendix C & D.
B	01/13/05	C. Rogers/x2609	Updated Office of Human Capital's Manager to Denise Catone; Changed Office of Human Resources and Development (OHR&D) to Office of Human Capital (OHC), changed Earth Science Directorate (ESAD) to Applied Sciences Directorate (ASD) throughout the document; Changed Test Services Contract (TSC) to Information Technology Services (ITS), Added Lab Services Contract (LSC), Sverdrup (TOC), throughout the document; Table of Contents combined sections 3.1.2 & 3.1.3; Renumbered sections 3.1.4 & 3.1.5. Section 5.4.1 Changed NPG-8715.3 To NPR-8715.3. Section 5.6 Changed location of Self-Pace Learning Center to Bldg. 1210. Section 5.6.1 C; Added CBT Computer Based Training and #7 Deleted the word commercial. Replaced Appendix A with updated certification information. Added executive secretary responsibilities to section 3.1.3. Replaced Boeing with HAT throughout document; Section 7.0 Acronyms; added CBT, NASA and SPLC.
C	11/18/05	A. Douglas/x3698	Updated Office of Human Capital Manager to read Dorsie Jones, Acting Manager Office of Human Capital; Changed documents originator to read A. Douglas; Appendix A was updated with certification information.
D	2/28/07	A.Douglas/x8-3698	Changed Board Structure, added appendices, structure and operational approach. Updated references and acronyms.
E	2/19/10	A.Douglas/x8-3698	Formatting, grammatical changes, organization names
F	02/19/15	A.Douglas/x8-3698	Added NCCIPs to scope, updated certifications for each company, added reciprocity, updated Section 5.6 Course/Documentation/Material to include a change log shall be maintained for each set of course materials.

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1.0 INTRODUCTION

The Training/Certification Plan and Schedule Report is the basis for the planning, development and implementation of a consolidated technical training and certification program for Stennis Space Center (SSC) technical personnel.

This Plan is to be used by SSC managers/supervisors as a reference document describing the training courses and certification criteria necessary to support the development of SSC employees. The goal of the training and certification program is to ensure personnel can perform their assigned functions and responsibilities in a safe and reliable manner while conforming to all defined requirements. If a conflict, stated or implied, exists between this document and the Test Operations Contract (TOC), Information Technology Services (ITS), Lab Services Contract (LSC), Hardware Assurance Test (HAT) or Facilities Operations & Services Contract (FOSC), or National Center for Critical Information Processing and Storage (NCCIPS) the contract shall prevail. Formal approval of the Training/Certification Plan and Schedule Report is provided by the Director, Office of Safety and Mission Assurance (SMA) and Manager, Office of Human Capital (OHC) or his/her designee.

2.0 SCOPE

This plan describes the training and certification program established for SSC technical personnel in support of SSC lines of business (Propulsion Test and Applied Science) and other activities mandated by law, statute, regulation (i.e., Environmental) or NASA requirements.

3.0 PLAN DESCRIPTION

The Training/Certification Plan and Schedule Report are contained in one volume, which includes sections 1 through 5, and appendices A - E.

1. Section 1 Provides an introduction
2. Section 2 Defines the scope of this document
3. Section 3 Describes the Training Program, Responsibilities and its implementation. It provides an overview of the program's major elements as a scenario for training a new employee.
4. Section 4 Reference Documents
5. Section 5 Training/Certification Administration
6. Appendix A Training and Certification Board Structure

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7. Appendix B SSC Certification Matrix
8. Appendix C Instructions for Processing Training/Certification Information
9. Appendix D Basic Certification Board Flow Diagram
10. Appendix E Forms

3.1 Training Program Responsibility

3.1.1 General

Personnel will be hired based on qualifications such as education, experience or professional credentials that meet the requirements specified by position descriptions. Once hired, individuals are trained, qualified or certified to perform certain functions. This technical training provides enough knowledge and practice so the employee can become productive in the shortest practical time. SSC management is responsible for making work assignments and determining when personnel are qualified to perform a given job or task. An individual may perform work only after becoming certified or qualified to do so. The only exception is when performing the work is part of the required OJT.

3.1.2 SSC Training & Certification Board

The SSC Training & Certification Board is a Senior Management level board established to assure that SSC achieves its goals and objectives in training and certifying the workforce. The Board establishes policy, priorities and procedures for the SSC Training and Certification programs (See Appendix D). Additionally, the Board approves and ensures implementation of all hazardous operations certification requirements. Process skills certifications are excluded from the certification board. The Board approves new personnel certifications as required by SSC management. The Training & Certification Board provides periodic status reviews to the SSC Training and Certification program to ensure compliance with program requirements and adequacy of training resources.

The SSC Certification Board is chaired by the SMA Deputy Director. The board is composed of representatives from the following organizations (see Appendix A):

1. NASA S&MA Deputy Director (Chair)
2. NASA, OHC (Training Officer)
3. NASA Engineering and Test Directorate
4. NASA Center Operation Directorate (Environmental Officer)

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5. NASA SMA Representative
6. NASA Office of Procurement , Advisor to the Board
7. LSC Representative
8. TOC Representative
9. FOSC Representative
10. ITSC Representative
11. Security Contract Representative
12. NCCIPS Representative

3.1.3 Committees

The Chair has the responsibility to establish committees as required to address the needs of the Center, particularly the operational, training and safety communities. Standing committees are established for training and safety. Ad hoc committees shall be established as the need requires (see appendix A).

3.1.4 Training

While there will be no formal, centralized technical training group, the training officials from the organizations (ITS, TOC, LSC, FOSC, HAT, Security Contractor, NCCIPS and NASA) will meet at least annually to plan, schedule and allocate resources to meet training needs required for positions that affect quality. Results of meetings will be reported to the Training and Certification Board Chair. The Training Officer will be responsible for preparing meeting agendas in concert with chair, and documenting minutes for all meetings.

3.1.5 Safety

The Safety community, comprised of officials from ITS, TOC, LSC, FOSC Security Contractor, NCCIPS and NASA; will meet at least annually to identify requirements to meet safety needs for current and future operations. The plan shall be reported to the Training and Certification Board Chair.

3.1.6 Board Action

Board actions shall be initiated, vetted and managed in accordance with the process shown in Appendix D.

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3.1.7 SSC Management

SSC Management is responsible for ensuring appropriate numbers of employees are qualified through training and/or experience and are certified to perform work affecting quality. This responsibility includes the following:

1. Identifying or otherwise defining all training and certification requirements according to the job description for each employee, where the employee works, and any specific hazards the employee may encounter in the conduct of his/her job. The format of this identification shall be at the discretion of respective organizations and tailored to meet specific training requirements unique to their work requirements.
2. Identifying personnel to be trained and certified in adequate time to provide for planning, scheduling and conducting the required training prior to the scheduled work to be performed
3. Participating in the forecasting of classes to support training and certification requirements
4. Ensuring their employees attend classes when scheduled
5. Participating in the establishment of new training requirements and modification of existing training requirements
6. Ensuring that adequate resources are available to meet training needs and requirements, including but not limited to, designated instructors, training aids and materials, and suitable facilities
7. Providing DIs responsible for conducting certain kinds of functional training that cannot be provided by conventional methods

3.1.8 Employee

SSC employees are responsible for completing training requirements on time. They shall:

1. Comply with the policies and training requirements directed by this procedure
2. Complete all training, events (i.e. physicals), and or OJT required to accomplish their jobs.
3. Ensure they do not perform any task requiring formal training or certification until such time that the required training and/or certification is completed and documented

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4. Refuse to operate any piece of equipment for which they are not familiar, properly trained and/or certified.

4.0 REFERENCE DOCUMENTS

PR 8715.1	Safety and Health Program Requirements
ITS-POD-3004	TRAINING AND PERSONNEL CERTIFICATION (RA02)
A2R-SPLN-8730-0002	CERTIFICATION PLAN (DATA REQUIREMENT DR RA-02)
LM-TOC-SA01-04292011 (SA01)	TOC TRAINING AND PERSONNEL CERTIFICATION PLAN
SPLN-3410-0003	E-COMPLEX TEST CONDUCTOR CERTIFICATION PLAN FOR THE ENGINEERING AND TEST DIRECTORATE
SQP-5300-0016	CERTIFICATION OF NDT PERSONNEL
SPLN-3410-0001	PERSONNEL TRAINING PLAN FOR THE ENGINEERING AND TEST DIRECTORATE
SPLN-3410-0004	Safety and Mission Assurance Training Plan
SPR 1440.1	Records Management Program Requirements
NPR 8715.3	NASA General Safety Program Requirements

5.0 TRAINING/CERTIFICATION PROGRAM ADMINISTRATION

5.1 General

This section describes the administrative processes conducted by NASA in support of the program.

5.2 Interfaces

5.2.1 Training Interfaces

Management of the training program requires extensive communication across organizational lines, specifically between NASA, FOSC, TOC, ITS, LSC, NCCIPS and Security Contractor representatives.

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5.2.2 SSC Interfaces

The SMA manages certification training through NASA, FOSC, TOC, ITS, LSC, NCCIPS and Security Contractor.

Contract-related concerns are brought to the attention of the NASA OP Representative as soon as possible.

5.3 Training Schedules

Each organization with responsibility for providing training for positions which affect quality and safety shall provide a training schedule to NASA Training Officer for inclusion on the monthly schedule.

The NASA Training Officer is responsible for ensuring publication of a master training schedule for SSC training activities.

The Master Training Calendar will be provided monthly to the TCRS Administrators, Managers and Supervisors. Updates will be provided on an as needed basis (i.e. as courses are added, cancelled, etc. an update will be provided. The calendar is available electronically on the S&MA webpage.

Training requirements, courses required and the number of students by shift for each course should be defined at the beginning of each fiscal year to assist in resource planning and schedule development. All requests will be consolidated and the training schedule will be developed.

5.4 Certification Program

5.4.1 General

Certifications are applied to tasks, skills or positions which management determines meet one or more of the following criteria: tasks required by law, NASA or SSC, tasks where the safety of the worker and associates depends on the employee's ability to ensure the quality and reliability of the product and tasks where the complexity of the work, skill and/or knowledge required to perform the work makes it difficult to assess work performance or compliance with applicable specifications.

Area access training is considered a formal part of the training criteria and is maintained in accordance with (NPR-8715.3). Individuals must obtain area access training required for their specific work area(s) prior to being allowed to perform assigned tasks or skills in the area.

Records older than one year will be archived in the TCRS system by the responsible organization.

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In general the forms listed in Appendix E are necessary for initiation of new certifications, the issuance of existing certifications, documenting course completion and OJT.

Each certification is a stand-alone function. A particular task may require more than one certification. It is the responsibility of both the individual and the supervisor to ensure the individual meets all criteria before performing a task requiring certification.

5.4.2 Certification Program Administrative Support

In support of the certification program, administrative support will be provided by NASA, HAT, ITS, TOC, LSC, Security Contractor, NCCIPS and FOSC representatives to:

1. Comply with the policies and training requirements directed by this procedure.
2. Become knowledgeable with the functionality of the TCRS and its relationship and association with overall safety and quality.
3. Ensure employees are notified of scheduled training.
4. Support the Training and Certification Board
5. Maintain employee training and certification records via Training Certification Record System, for automated real time status within 48 hours Supplemental or organization specific systems such as the System for Administration, Training, and Educational Resources for NASA (SATERN). See Appendix C for modules available within TCRS.
6. Issue certification cards

5.4.3 Individual Certification

Individual certifications will be granted in the following areas but are not limited to:

1. Safety-critical (Hazardous) operations.
2. Mandatory Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), NASA or other training mandated by law or regulation.
3. Skills/Processes, such as soldering and welding.
4. Vehicle or equipment operations, such as crane and forklift operation of unique ground support equipment and handling and transportation of critical hardware.

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5.4.4 Recertification

Recertification of a skill is based on the successful, satisfactory demonstration of knowledge and performance of tasks and appropriate refresher training courses. Requirements for employee recertification are prescribed by the documents referenced in Appendix A and approved by the Certification Board. Recertification training will be provided via computer Based Training methodology, with Recertification issued based on job performance.

The individual employee and his/her supervisor share in the responsibility for ensuring certifications are maintained.

5.4.5 Decertification

Decertification is the official removal of a certification by the Certification Board chairperson or the immediate removal of a certification by a Safety and Mission Assurance (SMA) manager or responsible manager of an employee. Failure to comply with recertification criteria also results in decertification. The responsible SMA manager or the employee's supervisor must notify the TCRS representative of such action. When an employee is decertified or no longer required to maintain a specific certification, the responsible organization shall remove him from the designated certification. To regain the certification, the individual must reaccomplish initial or recertification requirements according to established criteria or board action.

5.4.6 Expiration of Training Certifications

Training certifications expire on the last day of the month that the first criterion required for the certification expires (e.g. a required recurring course and/or physical/examination expires, thus placing the employee into a recertification status), unless specified to expire sooner.

5.4.7 Reciprocity/Equivalency certification process

Employees or organizations interested in receiving consideration for training they have received outside of the SSC Certification process must submit a request to the Certification Board Chair that includes the training information, i.e. training agency, a description of the training taken, duration, and certification of completion and or letters that attest to successful completion of the course. Once received a letter will be sent to the employee or requesting organization with the disposition of the request.

5.4.8 3rd Party Training

3rd Party Training is training that is attained from an external organization that affects the employee's ability to perform their assigned task, including serving as an instructor. It is the responsibility of the employee to forward documentation substantiating the attainment of applicable training to the TCRS coordinator for their organization ensure that the training is documented. The TCRS coordinator shall update the training records in a timely manner.

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5.4.9 Instructor Qualification

Instructors conducting skills classes that lead to individual certifications will also possess the required skill level and knowledge required for certification in the task or operation. Management ensures that each instructor is qualified to present assigned courses in accordance with the approved course outline, description and objectives.

5.5 Training/Certification Records

Electronic records will be maintained in the SSC TCRS. Permanent records consist of hard copy records, such as class attendance rosters, OJT records, completed tests and other training documentation. Automated computer records are considered permanent records, but organizations are cautioned to maintain training files with documentation of training and certification. These may be printed records from TCRS or internal documentation. TCRS is the official quality record. In addition, Certification Board minutes are considered Quality Records and will be maintained accordingly by the Office of Safety and Mission Assurance.

5.5.1 TCRS

The TCRS provides an on-line automated computer system to record and report individual training and certification information. TCRS is administered by the NASA OHC Training Officer or his/her designee. Access to TCRS is controlled to maintain the integrity of the database. Individuals requesting a password must submit a request to the TCRS System Administrator utilizing the NASA Access Management System, located on the SSC Intranet Portal Page.. Before access is granted, the System administrator will provide basic training to the individual. Training will be provided on the modules identified in Appendix C depending on the functions the requestor will be performing. Limited access is provided at remote locations in the workplace for real time (48 hours) records review and verification of training/certification

Annually, the System Administrator will verify that administrative users continue to have a requirement for the system. The password will be inactivated for those no longer requiring access.

5.5.2 Hard Copy Records

Records for both classroom and OJT shall be kept for all SSC personnel. Historical records will be maintained by the responsible organization in accordance with SPR 1440.1.

5.5.2.1 Attendance Rosters

Attendance records will be entered into TCRS in accordance with SPR 1440.1 by the responsible office within 48 hours of completion of the course. At this time a roster will be forwarded to the designated Training Representative for each organization with employees completing that

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particular training for validation. TCRS will remain the official quality record. In addition, all rosters entered into TCRS will be forwarded to the NASA OHC for reference and validation.

5.5.2.2 OJT Packages

OJT augments formal classroom instruction through training that takes place at the work location. OJT shall be formally structured wherein specific objectives, standards of performance, sequential training progressions, and end-of-course performance measurements of the learning outcomes and application constitute the qualifying criteria for acceptable job performance.

Details of OJT requirements for specific certifications can be found in the documents referenced in Appendix A. Each responsible safety organization is responsible for maintaining OJT packages.

5.5.2.3 Certification Records

Each organization is responsible for maintaining certification records for individual employees. These records may include the Physical Examination Request/Report, Letter Certifications, course completion information and OJT completion records as appropriate.

5.6 Course Documentation/Materials

Each organization (NASA, ITS, TOC, LSC, HAT, Security Contractor, NCCIPS and FOSC) is responsible for compiling and maintaining formal course materials. DIs shall keep current on the latest specifications or regulations affecting their courses and are responsible for ensuring the latest information is contained in course material. A change log shall be maintained for each set of course materials indicating the revision, date, originator/contact information and a description of the change. This change log shall be distributed as part of the training materials. Course material must be reviewed every three years or sooner if specified by law or other regulation.

Electronic versions of each training course shall be provided to the Office of Human Capital, annually or sooner if changes are made. The course material will be maintained in TechDoc by provider.

5.6.1 Course Numbering System

Assignment of course numbers is controlled by NASA OHC and is designated by up to 16 characters divided into three groups as illustrated:

XX-XXX-XXX

1. Group 1 is the prefix and identifies the function and project/element

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2. Group 2 is the course level and sequence identifier
3. Group 3 is the suffix and identifies the agency responsible for conducting the training and/or the agency controlling the course.

a. Prefix Identification

The two-letter prefix will be designated as follows:

(1) First Identifier (Function)

C	Computer
E	Electrical
J	Instrumentation
L	Logistics/Customer Supply Products
M	Mechanical
O	Operation
Q	Safety, Quality & Reliability
R	Remote Sensing
T	General
V	Video
X	Multiple
Z	Computer Based Training

(2) Second Identifier (Project Element)

A	A Complex
B	B Complex
C	Cryogenics
D	Developmental Training
E	E-Complex
F	Construction of Facilities

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- G General Support (Courses specific to a system or subsystem)
- H Hydrogen Systems
- J Helium Systems
- K Industrial Hygiene
- O Oxygen Systems
- N Nitrogen Systems
- M Management
- T Test Control Systems
- U Test Control Centers
- V Verification and Validation Systems
- Y Administrative
- Z Asbestos Related

b. Number Identification

Group 2 comprises three characters; the first character identifies the course level, while the second and third characters, 00-ZZ, provide the sequence within the course level.

- (1) Familiarization courses (100 and 200 series) provide general information on a system or operation. They are usually designed for management, engineers and technicians who need an understanding of a system or operation but will not be required to function as an operator or to perform maintenance.
- (2) Operational Training Courses (300 series) provide the necessary background, operation procedure and tool-handling information for functional operation of equipment or procedures. These courses are designed primarily for systems engineers and technicians who are directly responsible for the operation and system-level troubleshooting system, subsystems or items of hardware.
- (3) Maintenance training courses (400 series) provide an individual with detailed knowledge of a specific system or subsystem. They probe deeply enough into a subject to enable an individual to perform fault-isolation tasks and repair at the component level. They cover specific components such as valves, cover plates, disconnects, etc.

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- (4) Skills Training courses (500 Series) provide training in a specific skill. These courses may lead to formal certification when the individual has reached the prescribed skill level as cited in a NASA/SSC specification, contract specification or other appropriate document.
- (5) Safety Training Courses (600 Series) provide specific safety training required by federal, state or local regulatory bodies for worker protection and safety training for specific safety critical and hazardous operations conducted at SSC.
- (6) Commercial Training (700) training not previously identified that is provided by vendors such as educational institutions, professional associations, consultants under contract, or online courses not available through the SPLC or other onsite resources, etc.
- (7) Developmental Training (800) training not previously identified that meets individual developmental needs or organizational needs such as Import/Export training, Ethics training, 7 Habits of Highly Effective People, Management Training, Team Training, etc.
- (8) Other Training (900)

c. Suffix Identification

Three suffix letters in a course number identify the organization presenting and/or controlling the course. Where the accepted abbreviation of the company name will fit the format, it would normally be used. The following will be used:

NAS: identifies the course as conducted by NASA, Fiscal year may be added if applicable.

(2) TOC: identifies the course as conducted by the Test Operations Contract.

(3) ITS: identifies the course as conducted by the Information Technical Services (ITS) Contract.

(4) FOS: identifies the course as conducted by the Facility Operations Services Contractor (FOSC)

(5) LSC: identifies the course as conducted by the Lab Services Contract (LSC)

(6) SPL: identifies the course is a CBT, Video, Book, etc. and has been through the Self-Paced Learning Center

(7) REV: indicates a major revision has occurred to the course.

(8) LTR: indicates a letter certification

(9) COM: indicates training provided by a 3rd party vendor

(10) IHN: indicates in-house training which maybe by a combination of Contractor and NASA personnel.

(11) NST: indicates training provided by the NASA Safety Training Center

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(12) CIPS: identifies the training provided by the National Center for Critical Information Processing and Storage (NCCIPS)

d. Numbering System Examples

The following examples illustrate the composition of a course number.

- (1) VG-200-SPL-A video course offered through the Self-Paced Learning Center
- (2) QG-600-NST-A specific safety related training course offered by NASA Safety Center
- (3) OG-300-FOS-An operation level course on forklift safety sponsored by FOSC
- (4) RV-703-COM-TTS-A commercial course for Remote Sensing V&V program skills improvement for ITS personnel.

6.0 DEFINITIONS

1. Certification: The formal process of a knowledgeable third-party evaluation and approval in comparison to an established criterion of a person's knowledge, skills and competence to perform a function.
2. Management: Individuals who manage/supervise employees whose position affects quality. Includes NASA, TOC, ITS, LSC, Security Contractors, NCCIPS and FOSC.
3. Training Board: The SSC Training Board is a Senior Management level board established to assure that SSC achieves its goals and objectives in training and certifying the workforce. The Board establishes policy, priorities and procedures for the SSC Training and Certification programs.
4. On the Job Training: Training which is provided on the job with supervised instruction and formalized documentation, such that an individual is able to gain specific work experience.
5. Certification Board: The Certification Board is established to approve and implement certification requirements.
6. Hazardous Operations - A process or series of acts involving hazardous materials or chemicals, technologies, or systems with potential hazards to life, the environment or property.

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7. Hazardous Operations Certification- A process that both documents and demonstrates the employees capability to safely perform unique skills and/or specialized work associated with hazardous operations.
8. Process Skill certification: A process that both documents and demonstrates the specific training required to demonstrate proficiency in a skill associated with the quality of an end product or task.
9. Reciprocity: A process where students can receive credit for training received outside the NASA Training process.
10. Responsible Organization - NASA Directorates, Prime –contractors, those accountable for the specific duties which are performed to produce a desired result or effect.

7.0 ACRONYMS

1. OP Office of Procurement
2. CBT Computer-Based Training
3. DI Designated Instructors
4. DR Data Requirement
5. EPA Environmental Protection Agency
6. FOSC Facilities Operations and Service Contracts
7. ITS Information Technical Services Contracts
8. OHC NASA Office of Human Capital
9. OJT On Job Training
10. OSHA Occupational Safety and Health Administration
11. SMA Safety and Mission Assurance Directorate
12. NASA National Aeronautics and Space Administration
13. NCCIPS National Center for Critical Information Processing and Storage

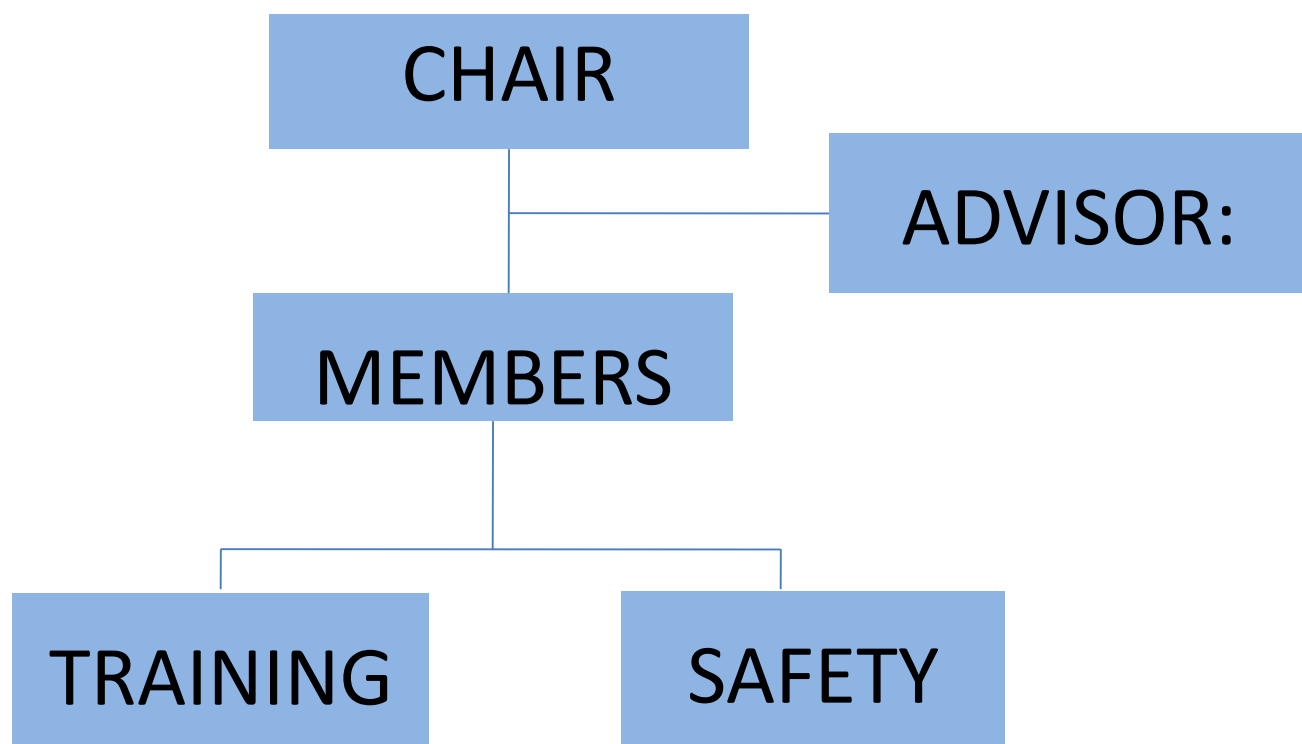
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- 14. NPR NASA Procedural Requirements
- 15. SATERN System for Admin., Training, and Educational Resources for NASA
- 16. SR&QA Safety Reliability and Quality Assurance
- 17. TCRS Training Certification Records System
- 18. TOC Test Operations Contract

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APPENDIX A – TRAINING AND CERTIFICATION BOARD STRUCTURE

Training & Certification Board Structure



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APPENDIX B – SSC CERTIFICATION MATRIX

REFERENCE	APPLICABLE	TITLE	DURATION
ITS Training and Personnel Certification Plan (RA02)	ITS	Confined Space Entry	2 YR
ITS Training and Personnel Certification Plan (RA02)	ITS	Lockout/Tagout(Control of Hazardous Energy)	3 YR
ITS Training and Personnel Certification Plan (RA02)	ITS	Microguard 02/LEL Monitor	2 YR
ITS Training and Personnel Certification Plan (RA02)	ITS	Laser	5 YR
ITS Training and Personnel Certification Plan (RA02)	ITS	Personal Fall Arrest	3 YR
ITS Training and Personnel Certification Plan (RA02)	ITS	Cryogenic Safety	3 YR
ITS Training and Personnel Certification Plan (RA02)	ITS	High Pressure Safety	3 YR
ITS Training and Personnel Certification Plan (RA02)	ITS	Aerial Manlift	3 Yr
ITS Training and Personnel Certification Plan (RA02)	ITS	Satellite Area Accumulation manager	2 YR
LM-TOC-SA01-04292011	TOC	A1 Complex Deck Talker	2 Year
LM-TOC-SA01-04292011	TOC	A2 Complex Deck Talker	2 Year
LM-TOC-SA01-04292011	TOC	A-2 Diffuser Operator	2 Year
LM-TOC-SA01-04292011	TOC	A1 Complex LOX Barge Propellant Handler	2 Years
LM-TOC-SA01-04292011	TOC	A2 Complex LOX Barge Propellant Handler	2 Years
LM-TOC-SA01-04292011	TOC	A1 Complex Post Secure Testing Operator	2 Year

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LM-TOC-SA01-04292011	TOC	A2 Complex Post Secure Testing Operator	2 Year
LM-TOC-SA01-04292011	TOC	A1 Complex Stand Talker	2 Year
LM-TOC-SA01-04292011	TOC	A2 Complex Stand Talker	2 Year
LM-TOC-SA01-04292011	TOC	A1 Complex Test Operations	2 Years
LM-TOC-SA01-04292011	TOC	A2 Complex Test Operations	2 Years
LM-TOC-SA01-04292011	TOC	A1 ComplexLH2 Barge Propellant Handler	2 Years
LM-TOC-SA01-04292011	TOC	A2 ComplexLH2 Barge Propellant Handler	2 Years
LM-TOC-SA01-04292011	TOC	A-2 Clamshell Operator	2 Year
LM-TOC-SA01-04292011	TOC	Advanced Rigging	3 Years
LM-TOC-SA01-04292011	TOC	Aerial Man Lift	4 Years
LM-TOC-SA01-04292011	TOC	Air Generation System	2 Years
LM-TOC-SA01-04292011	TOC	Clean Room Operations and Maintenance	3 Years
LM-TOC-SA01-04292011	TOC	Confined Space Entry	2 Year
LM-TOC-SA01-04292011	TOC	Controls A Complex PLC Operations	1 Year
LM-TOC-SA01-04292011	TOC	Controls A Complex Flare Stack Operations and Troubleshooting	1 Year
LM-TOC-SA01-04292011	TOC	Controls A Complex Fire and Gas Detect Setup, Installation and Operations	1 Year
LM-TOC-SA01-04292011	TOC	Controls A Complex PLC Wiring Operations	1 Year
LM-TOC-SA01-04292011	TOC	Controls A Complex Trace PLC Wiring Operations	1 Year

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LM-TOC-SA01-04292011	TOC	Controls A Complex Electrical Troubleshooting and Setups of Controls Systems	1 Year
LM-TOC-SA01-04292011	TOC	Crimping Certification	1 Year
LM-TOC-SA01-04292011	TOC	Controls E Complex PLC Operations	1 Year
LM-TOC-SA01-04292011	TOC	Controls E Complex Flare Stack Operations and Troubleshooting	1 Year
LM-TOC-SA01-04292011	TOC	Controls E Complex Fire and Gas Detect Setup, Installation and Operations	1 Year
LM-TOC-SA01-04292011	TOC	Controls E Complex PLC Wiring Operations	1 Year
LM-TOC-SA01-04292011	TOC	Controls E Complex Electrical Troubleshooting of Controls Systems	1 Year
LM-TOC-SA01-04292011	TOC	Controls E Complex Controls Instrumentation Setup	1 Year
LM-TOC-SA01-04292011	TOC	CPR/AED	2 Years
LM-TOC-SA01-04292011	TOC	Crane Operator (Non Critical Lift)	4 Years
LM-TOC-SA01-04292011	TOC	Crane Operator Critical Lift (for specific crane)	4 Years
LM-TOC-SA01-04292011	TOC	CRYO LH2 Propellant Operations	2 Years
LM-TOC-SA01-04292011	TOC	CRYO LOX Propellant Operations	2 Years
LM-TOC-SA01-04292011	TOC	DAS ATCC SDAS Operators Data Processing Procedure	1 Year
LM-TOC-SA01-04292011	TOC	DAS ATCC SDAS Operators Test Setup	1 Year
LM-TOC-SA01-04292011	TOC	DAS ATCC SDAS FRT Instrumentation Setup	1 Year
LM-TOC-SA01-04292011	TOC	DAS ATCC SDAS FRT Data Processing Instrumentation Process	1 Year

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LM-TOC-SA01-04292011	TOC	DAS ATCC RTVMS Instrumentation Setup	1 Year
LM-TOC-SA01-04292011	TOC	DAS ATCC MIDDAS Instrumentation Setup	1 Year
LM-TOC-SA01-04292011	TOC	DAS ATCC PCGOAL Instrumentation Setup	1 Year
LM-TOC-SA01-04292011	TOC	DAS ATCC DATAMAX II Instrumentation Setup	1 Year
LM-TOC-SA01-04292011	TOC	DAS E Complex Low Speed Data Procedure Instrumentation Setup	1 Year
LM-TOC-SA01-04292011	TOC	DAS E Complex High Speed Data Procedure Instrumentation Setup	1 Year
LM-TOC-SA01-04292011	TOC	DAS E Complex Instrumentation Setup	1 Year
LM-TOC-SA01-04292011	TOC	DAS E Complex Video Instrumentation	1 Year
LM-TOC-SA01-04292011	TOC	DAS E Complex Building Dragons and Cables Instrumentation Setup	1 Year
LM-TOC-SA01-04292011	TOC	DAS A Complex Vibration Instrumentation Setup	1 Year
LM-TOC-SA01-04292011	TOC	DAS A Complex Thrust Instrumentation Setup	1 Year
LM-TOC-SA01-04292011	TOC	DAS A Complex Roadmap Operations Instrumentation Setup	1 Year
LM-TOC-SA01-04292011	TOC	DAS A Complex Strain Gauge Instrumentation Setup	1 Year
LM-TOC-SA01-04292011	TOC	DAS A Complex Preston Amplifier Instrumentation Setup	1 Year
LM-TOC-SA01-04292011	TOC	DAS A Complex Post Test Instrumentation Setup	1 Year
LM-TOC-SA01-04292011	TOC	DAS A Complex Instrumentation Setup	1 Year

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LM-TOC-SA01-04292011	TOC	DAS A Complex Glow Plug and Igniter Post Test Checkout	1 Year
LM-TOC-SA01-04292011	TOC	DAS A Complex Video Preparation Instrumentation Setup	1 Year
LM-TOC-SA01-04292011	TOC	DAS A Complex Building Dragons and Cables Instrumentation Setup	1 Year
LM-TOC-SA01-04292011	TOC	E Complex Hydrocarbon RP-1/JP8 Test Operations	2 Years
LM-TOC-SA01-04292011	TOC	E Complex IPA Test Operations	2 Years
LM-TOC-SA01-04292011	TOC	E Complex LH2 Test Operations	2 Years
LM-TOC-SA01-04292011	TOC	E Complex LOX/LN Test Operations	2 Years
LM-TOC-SA01-04292011	TOC	E Complex Methane Test Operations	2 Years
LM-TOC-SA01-04292011	TOC	Eagle Meter	2 Years
LM-TOC-SA01-04292011	TOC	Electrical Distribution System (>600 Volts Electrical Safety)	1 Year
LM-TOC-SA01-04292011	TOC	Electrical Utilization System (<600 Volts Electrical Safety)	1 Year
LM-TOC-SA01-04292011	TOC	Explosives, Propellants & Pyrotechnics	3 Years
LM-TOC-SA01-04292011	TOC	Fall Arrest	3 Years
LM-TOC-SA01-04292011	TOC	Firewatch/Fire Extinguisher	1 Year
LM-TOC-SA01-04292011	TOC	First Aid	3 Years
LM-TOC-SA01-04292011	TOC	Forklift Operator	3 Years
LM-TOC-SA01-04292011	TOC	General Cryogenic Safety	3Years
LM-TOC-SA01-04292011	TOC	Generator Control Board	2 Years
LM-TOC-SA01-04292011	TOC	Hazard Communication	1 Year
LM-TOC-SA01-04292011	TOC	Hearing Conservation	3 Years

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LM-TOC-SA01-04292011	TOC	Helium Generation System	2 Years
LM-TOC-SA01-04292011	TOC	High Pressure Hydrostatic Testing	3 Years
LM-TOC-SA01-04292011	TOC	High Pressure Pneumatic Test Cell	3 Years
LM-TOC-SA01-04292011	TOC	High Pressure Pneumatic Test Cell/Test Conductor	3 Years
LM-TOC-SA01-04292011	TOC	High Pressure Safety	3 Years
LM-TOC-SA01-04292011	TOC	HPIW Diesel Engine Control Board	2 Years
LM-TOC-SA01-04292011	TOC	HPIW Diesel Engine Operations	2 Years
LM-TOC-SA01-04292011	TOC	HPIW Generator Control Board	2 Years
LM-TOC-SA01-04292011	TOC	HPIW Subsystems	2 Years
LM-TOC-SA01-04292011	TOC	Hydrogen Generation System	2 Years
LM-TOC-SA01-04292011	TOC	Hydrostatic and Pneumastatic Testing	3 Years
LM-TOC-SA01-04292011	TOC	Hydrostatic Pressure Testing	3 Years
LM-TOC-SA01-04292011	TOC	Laser Operator II, IIIA,	3 Years
LM-TOC-SA01-04292011	TOC	Laser Operator IIIB, IV	1 Year
LM-TOC-SA01-04292011	TOC	LO/TO (Control of Hazardous Energy)	3 Year
LM-TOC-SA01-04292011	TOC	MSA 261	2 Years
LM-TOC-SA01-04292011	TOC	Nitrogen Generation System	2 Years
LM-TOC-SA01-04292011	TOC	Orion/Orion G Meter	2 Years
LM-TOC-SA01-04292011	TOC	Pyrophoric Handling	1 Year
LM-TOC-SA01-04292011	TOC	Relief Valve Repair	1 Year

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LM-TOC-SA01-04292011	TOC	Respirator, Full-Face	1 Year
LM-TOC-SA01-04292011	TOC	Respirator, Half-Face	1 Year
LM-TOC-SA01-04292011	TOC	Respirator, SCBA Survivair	1 Year
LM-TOC-SA01-04292011	TOC	Satellite Accumulation Area Manager	3 Years
LM-TOC-SA01-04292011	TOC	Scaffold User	3 years
LM-TOC-SA01-04292011	TOC	Sitewide Sampling for CRYO	2 Years
LM-TOC-SA01-04292011	TOC	Sitewide Sampling for Gas	2 Years
LM-TOC-SA01-04292011	TOC	Soldering Certification	1 Year
LM-TOC-SA01-04292011	TOC	Spill Prevention/Response Awareness	1 Year
LM-TOC-SA01-04292011	TOC	Storm Water Pollution Prevention	3 Year
LM-TOC-SA01-04292011	TOC	Suspended Scaffold Spider	4 Years
LM-TOC-SA01-04292011	TOC	Test Complex Hydrocarbon RP-1/JP8 Truck Propellant Handler	2 Years
LM-TOC-SA01-04292011	TOC	Test Complex IPA Truck Propellant Handler	2 Years
LM-TOC-SA01-04292011	TOC	Test Complex LH2 Truck Propellant Handler	2 Years
LM-TOC-SA01-04292011	TOC	Test Complex Truck Propellant Handler (LOX/LN)	2 Years
LM-TOC-SA01-04292011	TOC	Test Complex Methane Truck Propellant Handler	2 Years
LM-TOC-SA01-04292011	TOC	Train The Trainer	10 Years
LM-TOC-SA01-04292011	TOC	Visible Emissions	1 Year
DR2-RA01 Training, Plans, and Certification Report	FOS	Environmentally Controlled Clean Room	3 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Radiographic Interpretation LV I	1 YR

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DR2-RA01 Training, Plans, and Certification Report	FOS	Radiographic Interpretation LV III	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Non-Destructive Inspection	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Ultrasonic Inspection, Thickness LV I	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Ultrasonic Inspection, Thickness LV II	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Ultrasonic Inspection, Thickness LV III	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Ultrasonic Inspection, Welds LV I	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Ultrasonic Inspection, Welds LV II	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Ultrasonic Inspection, Welds LV III	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Liquid Penetrant Inspection LV I	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Liquid Penetrant Inspection LV II	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Liquid Penetrant Inspection LV III	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Visual Inspection LV I	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Visual Inspection LV II	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Visual Inspection LV III	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Hardness Inspection LV I	1 YR

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DR2-RA01 Training, Plans, and Certification Report	FOS	Hardness Inspection LV III	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Magnetic Particle Inspection Dry Powder Method LV I	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Magnetic Particle Inspection Dry Powder Method LV II	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Magnetic Particle Inspection Dry Powder Method LV III	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Magnetic Particle Inspection Wet Method LV I	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Magnetic Particle Inspection Wet Method LV II	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Magnetic Particle Inspection Wet Method LV III	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Leak Inspection LV I	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Leak Inspection LV II	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Leak Inspection LV III	1YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Helium Mass Spec Leak Inspection LV I	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Helium Mass Spec Leak Inspection LV II	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Helium Mass Spec Leak Inspection LV III	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Eddy Current Inspection LV I	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Eddy Current Inspection LV II	1 YR

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DR2-RA01 Training, Plans, and Certification Report	FOS	Special Design Mobile Equipment	3 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Fire Watch/Fire Extinguisher	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Confined Space Entry	2 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Confined Space Entry for Rescue Personnel	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Firefighter	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Firetruck	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Ambulance	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Lockout/Tagout (Control of Hazardous Energy)	3 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Scaffold Competent Person	3 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Scaffold User	3 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Cryogenic Testing	3 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	High Pressure System Operations (Above 150 psig)	3 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Respirator User	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Asbestos Operations and Maintenance Work, Class IIIA	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Asbestos Operations and Maintenance Work, Class IIIB	1 YR

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DR2-RA01 Training, Plans, and Certification Report	FOS	Asbestos Operations and Maintenance Work, Landfill Operator	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Cardiopulmonary Resuscitation (CPR) – Basic Lifesaver	2 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Cardiopulmonary Resuscitation (CPR) – Healthcare Provider	2 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	First Aid	2 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	O2/LEL Monitor	2 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Personal Fall Arrest Systems	3 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Fire Watch/Fire Extinguisher	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Hot Work Permit Authorizing Individual	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Lead Worker	1 YR
DR2-RA01 Training, Plans, and Certification Report	FOS	Hazard Communication	3 Yr
DR2-RA01 Training, Plans, and Certification Report	FOS	Hearing Conservation	1 Yr
A2R- SPLN-8730-0002	LSC	Control of Hazardous Energy Lockout/Tagout	3 YR
A2R- SPLN-8730-0002	LSC	Confined Space Entry	2YR
A2R- SPLN-8730-0002	LSC	High Pressure Safety	3 YR
A2R- SPLN-8730-0002	LSC	HAZWASTE SITE WORKER	1 YR
A2R- SPLN-8730-0002	LSC	Laboratory Radiation Worker	1 YR

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A2R- SPLN-8730-0002	LSC	Multigas / Specific Meter Training	15 YRX
A2R- SPLN-8730-0002	LSC	Satellite Accumulation Area Manager	3 YR
A2R- SPLN-8730-0002	LSC	Cryogenic Safety	3 YR
A2R-SPLN-8730-0002	LSC	Electrical Safety for Qualified Personnel	1 YR
A2R-SPLN-8730-0002	LSC	Fall Arrest	3 YR
A2R-SPLN-8730-0002	LSC	Hearing Conservation	1 YR
A2R-SPLN-8730-0002	LSC	INH Laser Safety Training	2 YR
A2R-SPLN-8730-0002	LSC	Special Purpose Mobile Equipment Training	3 YR
A2R-SPLN-8730-0002	LSC	PSM Overview	3 YR
A2R-SPLN-8730-0002	LSC	Wildfire Fighters Training	1X
NCCIPS Training and Certification Plan	NCCIPS	Hazard Communication	3 Yr
NCCIPS Training and Certification Plan	NCCIPS	Control of Hazardous Energy Lockout/Tagout	3 YR
NCCIPS Training and Certification Plan	NCCIPS	Satellite Accumulation Area Manager	3 YR
NCCIPS Training and Certification Plan	NCCIPS	Personal Fall Arrest Systems	3 YR
NCCIPS Training and Certification Plan	NCCIPS	Fire Watch/Fire Extinguisher	1 YR
NCCIPS Training and Certification Plan	NCCIPS	Cardiopulmonary Resuscitation (CPR) – Basic Lifesaver	2 YR
NCCIPS Training and Certification Plan	NCCIPS	First Aid	2 YR
NCCIPS Training and Certification Plan	NCCIPS	Forklift Operator	3 YR
NCCIPS Training and Certification Plan	NCCIPS	Aerial Manlift	3 YR
NCCIPS Training and Certification Plan	NCCIPS	Electrical Safety	3 YR

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APPENDIX C – INSTRUCTIONS FOR PROCESSING INFORMATION

FOR SSC TRAINING AND CERTIFICATION RECORD SYSTEM - (TCRS)

The following modules are components of TCRS and are required for entering, correcting, modifying, or deleting information in the record system. The TCRS user manual contains instructions/screen shots for adding, deleting and editing individuals, organizations, courses and certifications. Only organization's administrators will administer this process.

Reference the TCRS User Manual for the following actions:

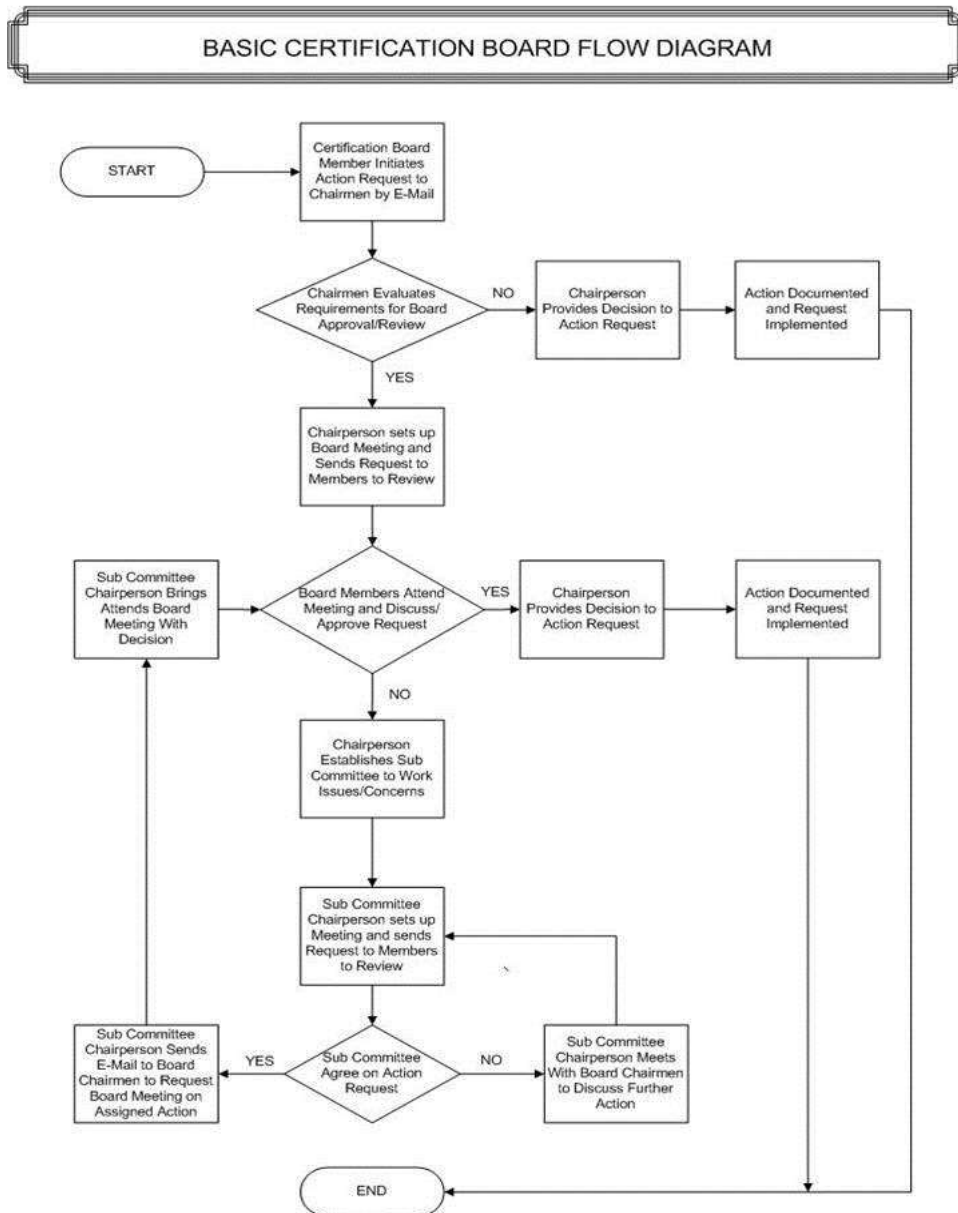
1. Entering a new employee record in the system
 2. Modifying/Deleting existing employee records
 3. Entering a new course
 4. Modifying/Deleting existing courses
 5. Entering a new session
 6. Modifying/Deleting existing sessions
 7. Enrolling participants in sessions
 8. Entering a new certification
 9. Modifying/Deleting existing certifications
 10. Entering a training record into the System
- Use a SSC Form 724C, listed in Appendix E, as follows:
- a. Enter employee's identification number.
 - b. Enter employee's name.
 - c. Enter the employee's signature.
 - d. Enter the employee's name of employer.
 - e. Enter the employee's organization code.
 - f. Enter the employee's e-mail/phone number."
 - g. Enter an "x" for the training day.

NOTE: Training records cannot be entered into the system until the course or skill, and the employee basic information has been entered into the system. This applies to all of the above.


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APPENDIX D – BASIC CERTIFICATION BOARD FLOW DIAGRAM

The process flow shown below shall be utilized to initiate and execute the Basic Certification Board process.



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 National Aeronautics and Space Administration John C. Stennis Space Center Stennis Space Center, MS 39529-6000		CERTIFICATION / RECERTIFICATION CRITERIA <i>(Implemented By SPG 8715.1)</i>	
Title of Certification			
Certification Description			
CERTIFICATION REQUIREMENTS		RECERTIFICATION REQUIREMENTS	
Effective Date	Certification Duration (months)	Effective Date	Recertification Duration (months)
Education / Experience / Prerequisite		Education / Experience / Prerequisite	
Formal Training Requirements		Formal Training Requirements	
Course Number	Course Name	Course Number	Course Name
Medical Requirements (Title & Code)		Medical Requirements (Title & Code)	
Standboard Testing Requirements / On The Job Training		Standboard Testing Requirements / On The Job Training	
Course Number	Course Name	Course Number	Course Name
Test Yes <input type="checkbox"/> No <input type="checkbox"/>		Test Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other		Other	
APPROVAL SIGNATURES			
Requesting Department Manager		Date	
Contractor S&MA Manager		Date	
SSC Certification Board Chairman		Date	


SSC-785 February 2005 (Revised 4.1)

Figure 4. SSC-785: Certification/Recertification Criteria.

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 National Aeronautics and Space Administration John C. Stennis Space Center Stennis Space Center, MS 39529-6000		NEW COURSE NUMBER REQUEST FORM <i>(Implemented By SCWI-3410-0003)</i>		
Name	Phone	Fax	Building	Room
New Course Number Group 1 - Prefix Identification Select First Identifier - Function <input type="text"/> <input type="button" value="v"/> Select Second Identifier - Project/Element <input type="text"/> <input type="button" value="v"/> Group 2 - Number Identification Select course level <input type="text"/> <input type="button" value="v"/> Provide the sequence within the course level 00-ZZ <input type="text"/> Group 3- Suffix Identification Identify the organization presenting and/or controlling the course <input type="text"/> <input type="button" value="v"/> New course number <input type="text"/> - <input type="text"/>				
Revise Existing Course Number Existing course number to revise <input type="text"/> New course number <input type="text"/>				
Approval _____ Signature Date				

SSC-786 November 2005 (Unimbed Designer 4.0.2)

Figure 5. SSC-786: New Course Number Request Form.

